

DEPARTMENT OF THE ARMY
Headquarters and Headquarters Detachment
417th Base Support Battalion
Unit 26124
APO AE 09031

AETV-WG-WC

12 December 2003

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 2, Family Care Plan

1. Reference

- a. AR 600-200
- b. AR 600-8-2

2. All soldiers who are single or dual-military with dependents in USAREUR that are under the age of 18 or adult family members that are incapable of self-care must have a family care plan. Divorced soldiers who have dependent visitation rights, where the dependent is in your custody in excess of 30 days must have a family care plan.

3. Family Care Plans will include:

- a. (REQUIRED) **DA form 5304-R (Family Care Counseling Checklist).** The commander and the soldier must fill out DA Form 5304-R (Family Care Counseling Checklist). This checklist should be administered upon the soldier's arrival into the unit.
- b. (REQUIRED) **DA form 5305-R (Family Care Plan).** This form must be completed by the soldier and signed by all of those applicable as indicated.
- c. (REQUIRED) **DA Form 5840-R (Certificate of Acceptance as Escort / Guardian / Day care provider).** This certificate is mandatory for each escort / guardian / day care provider. This form must be notarized, or it isn't considered a legal document.
- d. (REQUIRED) **DA form 5841-R (Power of Attorney).** This form is necessary for each escort / guardian / day care provider.
- e. (REQUIRED) **DD Form 1172 (Application for Uniform Services Identification Card).** This form is mandatory for each dependent family member. This form should be completed with all required information filled out, no blocks on the form left

AETV-WG-WC

SUBJECT; Policy Letter 2, Family Care Plan cont'd

undone, and ready to be turned in and executed. It is used when your dependent has lost his / her ID card. This should neither be a copy of the current ID card, nor should it be a copy of the DD 1172 used to receive the current ID card. The expiration should be at least three years from the issue date.

f. (REQUIRED) **DD form 2558 (application to Start, Stop, or change an allotment for Active Duty Personnel)**. Either the allotment form or proof of other adequate financial arrangements for care of dependent family members must be in the packet. Financial arrangements must be made with your home to the guardian.

g. (REQUIRED) **Letter of Instruction**. A letter must be submitted to each escort / guardian / day care provider. Letters will contain pertinent information not found in other forms. One letter of instruction can be done that will suffice for the entire packet, as long as it covers the entire family care plan and all of individuals listed.

h. (OPTIONAL) **A Will**. Everyone is highly encouraged to consult with legal assistance and plan. With our line of work, we do know when we will be called to defend our nation in battle. Bearing that in mind, an untimely death without proper instructions in how to execute our estate has the potential to be disastrous.

4. All personnel must undergo an initial counseling on the family care plan by their first line supervisor upon arrival to the unit. At this time a commander's appointment will be made within 30 days. The family care plan must be completed prior to the commander's appointment. You will bring your completed packets to the Training NCO for review prior to being seen by the commander. Only the commander will authorize additional time to complete their family care plans on a case-by-case basis. Family care plans will also be re-certified and updated **annually** according to regulation, and we will follow the regulation.

5. IAW AR 600-8-2, paragraph 1-12, sub paragraph (6), anyone who is required to have a family care plan that cannot show documented proof will be flagged if they fail to complete a plan for their dependents within 60 days of arrival to the unit. The flag will be initiated on the 31st day, and you will have up to the 60-day point to have a family care plan in place.


KENNETH C. WILSON
CPT, AV
Commanding